

BRIMPSFIELD PARISH COUNCIL'S RISK MANAGEMENT POLICY

1. Policy Statement

This policy sets out the framework for managing risks, defining the roles of Councillors and the Clerk, and establishing a structured approach to identifying and mitigating risks. The council recognises that risk cannot be totally eliminated but is committed to protecting its employee(s), assets, liabilities, and community against potential losses.

This policy is subject to review within a 2 – 4-year time period and/or whenever the parish council's activities or legislation change

2. Objectives

The Objectives of risk management are to:

- i) Identify, evaluate, and manage the opportunities and risks to which the council is exposed.
- ii) Embed risk management into day-to-day management.
- iii) Protect physical assets, ensure employee safety, and secure public money.
- iv) Comply with legal requirements.

3. Types of Risk

The Council identifies the following key risk areas:

- i) **Financial:** Loss of money, fraud, embezzlement, budget inadequacy.
- ii) **Physical:** Damage to assets, public/employee accidents.
- iii) **Legal:** Breaking laws, litigation.
- iv) **IT/Data:** Failure of systems, data loss, GDPR breaches.
- v) **Reputational:** Public damage due to poor decisions or behaviour.
- vi) **Staffing:** Loss of staff, health and safety issues.

4 Risk Management Process

Implementing the policy involves four stages, reviewed annually:

- i) **Identify:** What can go wrong?
- ii) **Evaluate:** What is the likelihood and impact?
- iii) **Manage:** What actions reduce the risk? (Treat, Transfer, or Tolerate)

- iv) **Monitor:** Is the control working?

5 Roles and Responsibilities

- i) **Full Council:** Responsible for adopting the policy, reviewing the risk register, and deciding on risk mitigation.
- ii) **Clerk (Responsible Financial Officer):** Implements the policy, maintains the risk register, ensures internal controls are active, and reports to the council.

6 Key Controls and Mitigation

- i) **Insurance:** Comprehensive insurance covering public liability, employer's liability, (fidelity guarantee), and property.
- ii) **Finance:** Regular (two monthly) bank reconciliations, dual authorization for payments, annual budget setting.
- iii) **Assets:** Annual inspection of assets.
- iv) **Data:** Regular backups of electronic data (or use of cloud services).
- v) **Compliance:** Adherence to Standing Orders, Financial Regulations, and GDPR policies.

7 Review

This policy and the accompanying risk register will be reviewed annually.

Brimpsfield Parish Council's Risk Register Matrix

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Risk Area	Risk Identified	Likelihood (L)	Impact (I)	Risk Score (L x I)	Mitigation Measure
Financial	Mismanagement of funds	Low	High	Medium	Dual authorisation on bank payments, internal audit

IT/Data	Loss of records/Data Breach	Low	High	Medium	Weekly backup of files. GDPR training for councillors
Legal	Non-compliance with Standing Orders	Low	Medium	Low	Annual review of Standing Orders

— policy ends here —

Notes

This policy should be adjusted to reflect changes in legislation and the procedures and policy of Brimpsfield Parish Council. It is important that any commitment made in the policy is applied in practice.

Date of policy: 22nd September 2026

Approving body: Brimpsfield Parish Council

Date of Parish Council meeting: 22nd September 2026

Policy version reference: BR2026 15b

Supersedes: Any previous policy held by the Council

Policy effective from: 23rd September 2026

Date for next review: between 2028 & 2030 – subject to legislative changes